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To: Beth Edison <bedison@metabiota.com>
CC: Eddy Rubin <erubin@metabiota.com>; Karen Saylor
<ksaylor@metabiota.com>; predict@ucdavis.edu <predict@ucdavis.edu>
Sent: 6/4/2017 12:10:36 PM
Subject: [predict] Budget templates for P2 CoAg ceiling increase (due 6-14-17)

Hi Beth. As you are probably now aware, USAID has requested that we submit budgets and justifications to process an increase to the ceiling of the prime agreement, which is required in order for USAID to obligate additional funding (core and EHP) for Years 4 and 5, as we are now just \$3M below the current \$100M ceiling. These budgets are intended to facilitate the ceiling increase only, and do not reflect a commitment or guarantee that the funds budgeted will be received. We will still have to go through our regular budget development/approval process for Y4 later this summer, so keep that in mind as you're pulling these budgets together. This budgeting exercise (while tedious), does give us the opportunity to obtain prior approval for multiple new subawards and subcontracts at one time, as the AO has confirmed that any subawards/subcontracts included in the budgets submitted will be considered officially approved. To capitalize on this, we will need to make sure that all new subawards and subcontracts anticipated through the end of the project in 2019 are included in the detailed budgets and justifications. This means that new subrecipients and subcontractors need to be identified by name in the detailed budgets/justifications, and a scope of work for each new subaward/subcontract needs to be provided (as noted below).

In order to fulfil USAID's request and meet the submission deadline, **please submit the following items to me by COB on Wednesday, June 14th**:

1. **Detailed budget for the balance of unspent Y3 funds** (Excel budget template attached). Targets included on the "Summary by Country" worksheet are based on approved budgets less expenditures to date (through the April 2017 invoice). These targets **DO NOT** include a reduction in funding related to the transitions in China, Indonesia, RoC, Cote d'Ivoire (CDI), Guinea, and Sierra Leone, but please make sure that the budgets for these countries are reflective of the transition plans agreed to with EHA and UCD. Cost share target is zero because the Y3 commitment was met per the certifications received for Q1 and Q2.
2. **Detailed budget for Y4** (Excel budget template attached). Targets include \$90K for GVP, as well as a reduction in funding representative of in-country costs associated with activities in China, Indonesia, RoC, CDI, Guinea, and Sierra Leone that are being taken over by other partners. Cost share target of \$106K is based on the 5-year Metabiota cost share commitment (\$733,118) less cost share reported for Y1-Y3 (\$520,396) divided evenly between Y4 and Y5 ($\$733,118 - \$520,396 = \$212,722/2 \text{ years} = \$106,361/\text{year}$).
3. **Detailed budget for Y5** (Excel template attached). Core target reflects reduction in funding representative of in-country costs associated with activities in China, Indonesia, RoC, CDI, Guinea, and Sierra Leone being taken over by other partners. The Ebola target is zero, as the remainder of the non-EHP funds are included in the Y4 Ebola target. Cost share target of \$106K is based on the 5-year Metabiota cost share commitment (see explanation in #4 above).
4. **Budget justifications for detailed budgets #1-3 above**. Rather than have you start from scratch, we are going to pull language from the final cost application narrative for the P2 proposal and ask you to simply update it to align with the budgets noted above. The draft budget justification documents for you to revise will be sent to you in a separate email, and you will receive them no later than COB PDT Tuesday, June 6th.
5. **Scopes of work for any new subcontracts or subawards** included detailed budgets #1-3 above.
6. **A copy of your organization's current negotiated indirect cost rate agreement**. Please also submit copies of subrecipient NICRA's (if applicable). If any of your foreign subrecipients use an indirect cost rate greater than the standard 10% MTDC de minimis rate allowed by the Uniform Guidance (UG), please submit supporting documentation to confirm that the rate used was reviewed by your organization and deemed appropriate in accordance with the UG.

My apologies for the very long (and probably confusing) email. I'd like to speak by phone (once you've had a chance to read through all of this) to make sure that we're on the same page and everything is clear. Perhaps sometime on Monday? I'm free any time after 10 am PDT, so please let me know what will work for you.

Thanks!!

Liz

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